

**BOARD FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

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**HOW TO FILE A COMPLAINT**

The California State Board for Professional Engineers and Land Surveyors regulates the practices of professional engineering and professional land surveying in California and licenses professional engineers and land surveyors. Anyone practicing in the following professions must be licensed by the Board:

Civil Engineering
Structural Engineering
Geotechnical/Soil/Soils Engineering

Electrical Engineering
Mechanical Engineering
Land Surveying

The Board also regulates the use of the following protected titles: Agricultural Engineer, Chemical Engineer, Civil Engineer, Consulting Engineer, Control Systems Engineer, Electrical Engineer, Fire Protection Engineer, Geodetic Engineer, Geomatics Engineer, Geometronic Engineer, Geotechnical Engineer, Industrial Engineer, Land Survey Engineer, Land Surveyor, Licensed Engineer, Licensed Land Surveyor, Mechanical Engineer, Metallurgical Engineer, Nuclear Engineer, Petroleum Engineer, Professional Corrosion Engineer, Professional Engineer, Professional Land Surveyor, Professional Manufacturing Engineer, Professional Quality Engineer, Professional Safety Engineer, Professional Engineer – Retired, Registered Engineer, Soil Engineer, Soils Engineer, Structural Engineer, Survey Engineer, and Traffic Engineer, or any combination or abbreviation of those words and titles.

The Board has the authority to investigate complaints of violations of the Professional Engineers Act (Business and Professions Code section 6700, et seq.), the Professional Land Surveyors' Act (Business and Professions Code section 8700, et seq.), and the Board Rules (Title 16, California Code of Regulations section 400, et seq.). Violations include failure to complete a contract to provide professional engineering or land surveying services, failure to use a written contract when providing professional engineering or land surveying services, failure to record a survey map, failure to comply with the Codes of Professional Conduct, and committing acts of fraud, deceit, misrepresentation, negligence, and/or incompetence in the practice of professional engineering or land surveying.

The Board can take disciplinary action if the investigation reveals that an individual has violated the Professional Engineers Act, the Professional Land Surveyors' Act, or the Board Rules. Such action can involve suspending or revoking the person's license, issuing an administrative citation, or referring the matter to the district attorney for criminal prosecution.

HOW TO FILL IN THE COMPLAINT FORM

In order to investigate your complaint, you need to provide the Board with all of the information you have about the problem. We need you to provide a complete chronological description, including dates, of the situation. You also need to provide the names, addresses, and telephone numbers of other persons who know about the situation, including the names of any city and/or county staff if you have had contact with them about your problem. The Board needs all the facts you can provide in order to process your complaint. The Board does not have the staff to investigate inquiries based only upon suspicion or speculation.

Be sure to provide copies of **ALL DOCUMENTS** about your complaint, including plans, drawings, calculations, maps, reports, plan check comments, letters, contracts, and invoices. Before mailing your complaint, make an extra copy of everything for your own files because we cannot return the documents once the investigation is completed.

If you need more information regarding a possible violation of the Professional Engineers Act, the Professional Land Surveyors' Act, or the Board Rules, please contact the Board's Enforcement Unit at (916) 263-2251.



COMPLAINT FORM

4. DESCRIBE YOUR COMPLAINT: Be specific. What happened? Who else is involved, including City or County agencies (names, addresses, phone numbers)? Give dates and details. Include copies of **ALL DOCUMENTS**, including plans, maps, letters, contracts, etc. If there is no written contract, explain the details of the agreement, including dates. Attach extra pages as required — be as complete as possible. See "How to File a Complaint" for more details.

5. WHAT DO YOU WANT THE BOARD TO ACCOMPLISH IN RESOLVING YOUR COMPLAINT?

6. DECLARATION

I declare, under penalty of perjury, that the information contained in this complaint, including any attached pages, is true and correct to the best of my knowledge and belief.

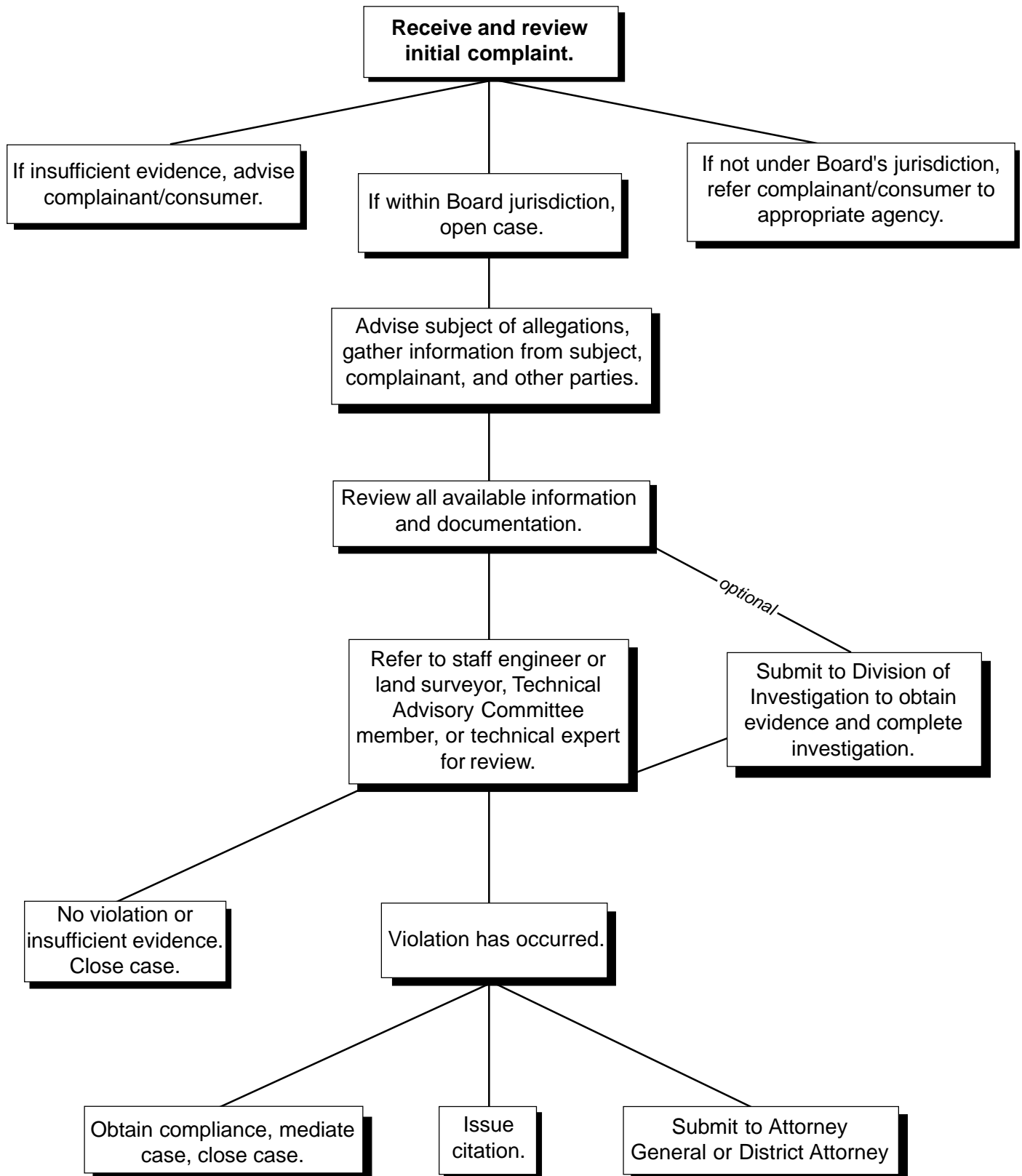
Signature _____ Date _____

Please let us know how you obtained this form. This information will help us evaluate the effectiveness of the different methods we use to inform consumers of the services provided by the Board for Professional Engineers and Land Surveyors. Thank you.

BOARD FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS

COMPLAINT PROCESS

(CONDENSED)



Investigation of a complaint is often a lengthy process. Cases submitted to the Division of Investigation, a Technical Advisory Committee member, and/or a technical expert may require additional time to complete.